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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
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(47)

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ODP-83-049
20 January 1983

MEMORANDUM FOR: Chief, Management Staff, DDA

25X1 FROM:

[redacted]
Chief, Management Staff, ODP

25X1 SUBJECT: Draft Office Automation
Systems and Word Processing Equipment
(OAS/WPE) Headquarters Notice [redacted]

25X1 REFERENCES:

- 25X1 A. Note for D/ODP, from
[redacted] dated 29 July 1982,
Same Subject, DDA 82-1865/1
- 25X1 B. Memo for ODP Management Staff, from
[redacted] dated 2 August 1982,
Same Subject, DDA 82-1865/2
- 25X1 C. Note for D/ODP, from
[redacted] dated 28 September 1982,
Same Subject, DDA 82-1865/3
- 25X1 D. Memo for ODP Management Staff, from
[redacted] dated 9 September 1982,
Same Subject, DDA 82-1865/4

25X1 1. Attached you will find, for your review, a draft Headquarters Notice describing procedures for the acquisition, installation, and support of Office Automation Systems and Word Processing Equipment (OAS/WPE) within the Agency. [redacted]

25X1 2. As you are aware, Wang Laboratories, Inc. was selected as the vendor for Agency standard OAS and WPE. The Office of Data Processing established a Word Processing Branch to serve as the focal point for Agency OAS/WPE information, acquisition, installation, and support. The branch approves all Agency OAS/WPE requests and coordinates customer support activities with the Offices of Logistics, Finance, Security, and Communications, and the contractor. ODP personnel have been working closely with offices and staffs throughout the Agency in an effort to design and establish procedures to provide a responsive and efficient support structure to satisfy Agency OAS/WPE requirements. The result of these efforts is reflected in the notice. [redacted]

25X1 3. The draft notice provides Agency component management with a DDA-coordinated planning level description of the OAS/WPE acquisition and support process. Existing procedures are broadly

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described and referenced. Where there are deviations, sufficient detail is provided to clearly explain the process and define each component's responsibilities. [redacted]

4. The notice has been coordinated with DDA offices, exclusive of OMS and OIS, and each of the Directorate ADP Control Officers and Budget and Finance Officers. During this exercise, a question arose concerning the use of the Headquarters Notice (HN) format as the vehicle for disseminating this information. I believe the HN format is appropriate. The information and procedures described have not matured to the extent that the use of a Headquarters Regulation (HR) or Headquarters Handbook (HHB) format would be appropriate. We envision some adjustment in the months to come after which ODP will republish the refined procedures using the appropriate HR or HHB format. [redacted]

5. Following your review, ODP will look to the DDA Management Staff to initiate the Agency coordination cycle with Regulations Control Division, OIS. [redacted]

6. I would like to take this opportunity to thank you and your staff for the time and effort taken to review and comment on this and previous drafts. Your comments and those of [redacted] were greatly appreciated and have been incorporated into the notice. Again, thank you for your efforts. [redacted]

Att: a/s

cc: D/OC
D/OF
D/OIS
D/OL
D/OMS
D/OTE
D/OS

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